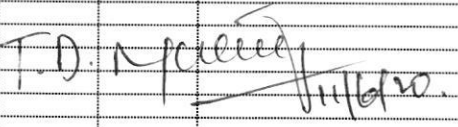


Prepared by:	T.D. Murthy			
Date:	11/6/2020			
Site:	Modi Realty Mallapur LLP - GMR		Date	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered? If material is not delivered - is delay justified?
68300	02/06/20	Liquid Soap Dispenser	Online Purchase	
68301	02/06/20	CPVC Materials	Delivered, DC no. 11564 & 83, dtd. 06/06/2020	
68152	26/10/20	Cement Blocks - 6"	As per request of Project Manager	
68275	11/05/20	Cleaning Brush	Delivered, DC no. 9656, dtd. 06/06/2020	
68284	13/05/20	Tube Lights	Delivered, DC no. 9588 & 11560 dtd. 06/06/2020	
68285	16/05/20	Syntax Box	Monday delivery (15/06/2020)	
68289	16/05/20	Metal Boxes	Stock at SSLLP, pick up from stores	
68291	18/05/20	Clamshell Cards	Delivered, DC no. 9559, dtd. 01/06/2020	
68294	22/05/20	Base Saddles	Stock with supplier, pick it up from there	
68298	30/05/20	Steel	Delivered, DC no. 40, dtd. 07/06/2020	
68299	30/05/20	Stationery Materials	stock at SSLLP, pick up from stores	
				

Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Modi realty Mallapur LLP	Date:	06.06.2020	
Site:	Gulmohar residency	Prepared by:	A.Sravani	
Report From / To	31.05.2020 to 06.06.2020	Approved by:	Ram Prasad	
Report Date	06.06.2020			
List of requisitions numbers missing in the report*:				
List of requisitions where PO/WO not prepared 3 working days after requisition:				
Req No.	Req Date	S.no	Item Description	Reason for not preparing PO/WO#
68300	02.06.2020	1	Liquid soap dispenser	Pending from purchase team. (Online purchase)
68301	02.06.2020	1 to 7 & 10	CPVC Material	Pending from purchase team
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:				
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^s
68152	26.10.19	1	Cement blocks 16"x8"x6"	As per site requirement we receiving (pending -1100)
68275	11.05.2020	3	Cleaning Brush	P.O No-67120 . Today will be delivery .
68284	13.05.2020	2	Tube lights (2' size)	PO No - 67226 . next week delivery
68285	16.05.2020	3	Syntax Box	PO no - 67278 . next week will delivery.
68289	16.05.2020	9 , 11	Metal box	Po no - 67228 . Today will delivery .
68291	18.05.2020	1	Clamshell Cards	PO no - 67264 . 20 cards pending . Next week delivery .
68294	22.05.2020	1	Base saddle	PO no - 67617 . Next week delivery.
68298	30.05.2020	1 to 6 & 8	Steel	PO no - 67657 . Next week will delivery .
68299	30.05.2020	1 to 5	Stationary material	PO no - 67652 . Today will delivery .
No. of gate passes issued this week:		02	From No.	1751 To No. 1752
Delivery van site visit on:		02.06.20(Tuesday), 04.06.2020(Thursday), 06.06.20(Saturday).		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week	From No.	741	To No.	747

Items not ordered but received: nil			
Items sent to HO /vendor that are pending for repair: nil ✓			
Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks – For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to this report within one week. 10. Follow up for WO is the responsibility of engineers at site – purchase to write 'NA' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up – DO NOT CALL PURCHASE!